



**City of Milwaukie  
Employment Opportunity**

**Human Resources Director**

**First Review of Applications: August 1, 2012**

Status: **Full-time, Benefit eligible**

Hours: **Monday – Friday, general business hours; some flexibility in hours preferred**

Work location: **City Hall 10722 SE Main Street, Milwaukie, OR**

Department: **Human Resources**

Salary: **\$77,136 – \$98,436 Annually**

Benefits: **Family medical/dental/vision insurance; life/disability insurance; unemployment insurance; Social Security; PERS paid by employer, additional 2% of base salary placed in deferred compensation account, vacation, sick leave and holiday pay.**

This is an excellent opportunity to work with a top-notch team of employees throughout the City. The Human Resources Department is comprised of two full-time employees. The Human Resources Director is a hands-on position with responsibility for all areas of human resources including: labor relations, classification and compensation, recruitment and selection, worker's compensation, training and development and safety. This person will serve as the lead negotiator with the City's two unions: AFSCME, which represents general employees, and the Milwaukie Police Employee Association, which represents sworn officers. This position reports directly to the City Manager and is part of the leadership team.

**Qualifications:** The ideal candidate will have sound knowledge and judgment related to the principles of human resources and leadership skills, have a participatory management style, and be a team player. Successful candidates will have a bachelor's degree in human resources or a closely related field and five years of progressively responsible experience, including two years of supervisory experience. SPHR/PHR certification and a Master's degree are preferred.

**Selection Process:** Applications will be screened to determine the candidates being invited to an interview. Preference will be given to those applicants who have direct and relevant education and/or work experience. Interviews may be scheduled as qualified applications are received. The First review of applications is August 1, 2012. Offers of employment are contingent upon successful completion of a pre-employment background screening, which may include a background check, drug screen and physical exam.

**Application Process:** Submit a completed City application, a cover letter describing your related experience and why you are interested in this position and a resume. Application materials are available for download at [www.cityofmilwaukie.org](http://www.cityofmilwaukie.org). Please mail your signed application materials to City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard for race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Veteran's preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for City of Milwaukie positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the application form. To qualify for veteran's preference, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual under the Americans with Disabilities Act of 1990 and will be requesting accommodation or assistance with any part of the application process, please notify Human Resources.

***Equal Opportunity/Affirmative Action Employer  
Women and Minorities are Encouraged to Apply***